



Name: _____ Department _____
(PLEASE PRINT)

STATE OF TENNESSEE
GIFT PROHIBITION EXCEPTION DISCLOSURE

Executive Order #3 recognizes that there may be circumstances where refusal or reimbursement of a gift otherwise prohibited by the terms of the Executive Order may be awkward and contrary to the larger interests of the state. In such circumstances, the employee is to use his best judgment and disclose receipt of the gift to the Commissioner of Finance and Administration within fourteen days.

Please provide the following information regarding your gift receipt:

1. Date of gift receipt: _____

2. Briefly describe the gift you received:

3. Estimated value of gift:

4. Person or entity providing gift:

5. Please describe in detail the circumstances surrounding your acceptance of this gift and explain why refusing or reimbursing for this gift would have been awkward and contrary to the larger interests of the State of Tennessee. (Feel free to attach additional pages if necessary):

Signature

Department

Date